

TOWN OF ELMORE, VT
Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: September 10, 2025

Start Time: 6:01 pm

Adjourn 6:51 pm

Selectboard Members Present:

- Caroline DeVore (Chair)
- Glenn Schwartz (Clerk)
- Sharon Fortune

Meeting Attendees: See attached attendance sheet

Meeting Recording

<https://us06web.zoom.us/rec/share/PQmb8E9Ak7fkBJM-1Q5h1LdhhZDPY8nAK5JqT7M4a9x7j7siqWHPDUQbR1p81sFX.VIYMJsXYDXM7odtK?startTime=1757541650000>

Passcode: M#zm4yxe

Recording will be available for a minimum of 30 days from the meeting date.

- **Call To Order:** Caroline DeVore
 - **Review/approve previous meeting's minutes –**
The Board reviewed minutes from the following meetings:
August 6, 2025 - Special Selectboard Meeting
Motion: S. Fortune moved to approve the minutes. C. Devore seconded the motion
Vote: Motion passed unanimously.
 - **Review additions or deletions to today's agenda**
No additions or deletions were requested
 - **Conflict of Interest review for agenda item**
No conflicts of interest were reported
1. **SPECIAL TOPICS (Note: Topic will be addressed for time noted with follow-up as needed and noted by the SB.)**
 2. **ACTIVE ITEMS**
 - a. **DISCUSSION:** Demolition/Removal of former Town garage

Notes:

- a. M. LaCasse reported that the demolition of the former Town garage has begun.
- b. The roof removal has begun. The demolition contractor has an insurance certificate on file at the Town office
- c. The Elmore Road crew is still removing some materials from the former Town garage

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- d. Project delayed one weekend due to neighborhood concerns; work resumed. Plan to complete by September if weather and schedule allow.
- e. A town resident expressed interest in placing a pickleball court in the location once demolition is complete. The estimated cost for this would be \$35-\$50 K.
- f. Board consensus: site to remain green space/parking for now. Possible future park development at the new Garage to be considered with planning commission fundraising (e.g., 5K race proceeds).

b. UPDATE: Installation of speed limit warning signs

Notes:

- a. Project with Lamoille County Planning Commission; Katie (LCPC staff, also state representative on Transportation Committee) assisting.
- b. Speed study: average 42 mph through village center.
- c. Application submitted to state with equipment details.
- d. Sheriff's Department supportive (helped fund signs).
- e. Discussion of potential use of "historic designation" to strengthen case.
- f. Temporary installation of posts may proceed while awaiting final state approval.

c. UPDATE: Petition 5-member Selectboard – status

Notes: C. DeVore stated the following

- a. The ESB understand the petitioner's frustration and want to ensure that all petitioners and community members have a fair and transparent process to follow.
- b. To clarify: the Selectboard is bound by Vermont state statute regarding how citizen petitions are formatted and processed. The petition submitted relates to a valid topic – expanding the Selectboard from three to five members – and we recognize the community interest in that change. However, as noted in the response we received from the Vermont League of Cities and Towns (VLCT), the format of the most recent petition and the inclusion of procedural directives (such as specifying the voting method or timeline) made it legally noncompliant.
- c. This is the second petition submission on this issue that has not met the statutory requirements. The law requires that the article

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language be consistent on each page, and it must not include directives that are outside voter authority. Because of these legal requirements, the petition must be corrected in format and re-signed.

- d. This process can be frustrating, especially when the intent is clear but the technical requirements are strict. Please know our intent is not to create a barrier but to ensure that any petition we act on complies fully with Vermont law.
- e. For next steps:
 - The ESB encourage the petitioners to revise the petition article in compliance with 17 V.S.A. § 2642 and related guidance.
 - Once the petitioners have a corrected version, they will need to collect signatures again to ensure legal validity.
 - The petitioners are advised to contact the Secretary of State's office for guidance.

d. DISCUSSION: ECT outreach regarding Labor Day fireworks

Notes:

- a. The Town has allotted \$2,500 for fireworks over the past several years under general expenses.
- b. This year the Elmore Community Trust came to the ESB stating that the cost of the fireworks increased to \$7000 but they were able to negotiate the cost down to \$6,000.00.
- c. The Elmore Community Trust asked the ESB to split the additional cost in order to proceed with the fireworks one week prior to the Labor Day weekend
- d. Consensus: increase approved; discussion to continue at budget time regarding future funding and reporting clarity.

e. UPDATE/DISCUSSION: Morrisville EMS support and EMS Advisory Board status;

Notes:

- a. The EMS committee held its inaugural meeting on September 8, 2025
- b. The objective of the committee is to examine the EMS services related to the Town of Morrystown's requested service arrangement pricing change and deliver our findings to the Elmore Select Board
- c. The 5 members of the committee include, Jason Tallman, Adam Audet, Charlie Burnham, Caroline DeVore and George Kress
- d. George Kress was voted the chairman of this committee
- e. During the meeting, committee members shared their initial thoughts on the situation.

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f. Some research expectations for the next meeting were discussed, which is scheduled for October 7, 2025 @ 6:00pm.

f. **UPDATE:** LCPC regional land use maps and housing targets. Tasha Wallis, Seth Jensen

Notes: Update deferred; Tasha Wallis and Seth Jensen to attend November 2025 ESB meeting

g. **UPDATE/APPOINTMENT:** Water system liaison

Notes:

- a. The Town has advertised to fill this position on Front Pouch Forum and our Website. No volunteers yet despite postings
- b. Nancy Davis stated that Jon Osborn may know someone that may be interested in the position.

h. **UPDATE:** Training on COI and OML.

Notes:

- a. S. Fortune updated the ESB on the attached list.
- b. Most officials have completed training.
- c. Michael Furst completed second training.
- d. Two DRB members (Chris Jolly, Paul Rousselle) remain noncompliant despite repeated reminders.
- e. DRB elected Tom Waldman as full member; Chris Jolly remains as alternate.
- f. Board stressed trainings are State requirement.

i. **UPDATE:** Dog complaints – licensing/registration

Notes:

- a. Owner submitted microchip documentation but not required rabies/license forms.
- b. C. DeVore requested correct paperwork

3. **CONTINUING ACTIVE ITEMS** (Update status by primary owner)

- a. **UPDATE:** Community Communication (DeVore 5 min)
 - i. Include any updates on blogs or general communication.

Notes: No updates at this time.

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b. UPDATE: Road Commissioner's Report

Notes: See attached Road Commissioner's Report

c. UPDATE: Zoning Administrator's Report (10 min)

Notes: See attached Zoning Administrator's Report.

4. PUBLIC COMMENTS

Notes: M. LaCasse stated the following;

- a. A lecture about Elmore's history and Colonel Elmore will be held on September 22 at 6:00 PM @ the Elmore Store
- b. Consolidated will not have service at the end of the month. Residents must change to Fidium.

5. NON-AGENDA/OTHER ITEMS (Time Available and As Needed)

- a. Routine Administrative, operations items and payment approvals.

Notes: The Check Warrant Reports were reviewed and approved at this meeting

6. EXECUTIVE SESSION:

Notes: No executive session held.

Next meeting: 10/8/25 @ 6:00pm. Requests to be on the agenda must be received by the Chair by the last Friday of the preceding month.

Elmore Town Required Training Completion- Ethics and Open Meeting Law- September 10, 2025
 X = Completed Training

Name	Committee/Position	Ethics Training	Open Meeting Law Training
Glenn Swartz	Selectboard-Secretary &EPC	X	X
Caroline Devore	Selectboard-Chair&DRB	X	X
Sharon Fortune	Selectboard Member	X	X
Sandra LaCasse	Town Clerk	X	X
Sharon Draper	Town Treasurer	X	X
Michelle LaCasse	Road Commissioner	X	X
Eddy Adams	Road Crew		X
Dawn Angney	Kress EPC Co-Chair& Cemetery Comm.	X	X
Bruce Olsson	EPC Co-Chair	X	X
Nancy Davis	EPC	X	X
Michelle Greeson	EPC	X	x
Chris Jolly	DRB Chair		
Jason Cohen	DRB	X	X
Michael Furst	DRB	X	X
Paul Rouselle	DRB		

Road Commissioner Report September 10,2025

This report covers August 7 thru September 10,2025.

Work Done:

1. Had the time to haul in 350 yds of winter sand. 2,500 yds ordered.
2. Insurance check up on Town buildings.
3. M.S.I cleared an area behind the Town Garage for us to stock pile materials.
4. Started Camp road project,ditching and culvert replacement, some of the cost is being covered by two grants in aid,grants which total \$24,500.00. Two more weeks this should be done.
5. Hardwood Flats road is on the schedule to be graded next week, it takes a lot of chloride to bind the gravel together in these dry conditions, most areas in good shape. One more grade around before snow.

Equipment:

1. Truck #4 Western Star is back from a recall and check up.
2. Truck #2 Blue Tandem has computer issues, being rebuilt.

On going and Up Coming:

1. Fema, we are still meeting bi-monthly. All but Earl gray road appears to be approved, will know Thursday.

Michel Lacasse
Road Commissioner

ELMORE ZONING ADMINISTRATOR REPORT

This report covers August 1 thru August 31, 2025.

August Project Activity:

Prepare and submit monthly U.S. Census Bureau report.

WEB Site maintenance.

DRB meeting administrative. One Hearing – 3 apps.

Tasks included:

- 12 days in the office
- Continued processing current pending applications – 12
- Office conferences and correspondence with landowners, surveyors, brokers, attorneys and engineers – 18
- Phone inquiries - 6
- Site visits & application follow-up - 14
- Application consultation & assistance – 8
- Shoreland activities, State Reports, LakeWise, Tree cutting – 7
- Land Record & Permit history research – 11
- Planning Commission support, Bylaw studies & Meeting– 2
- Selectboard meeting, follow up & prep – 2
- NOAV (Notice of alleged violation) research, correspondence & consults– 2
- Forms update – (Interested Persons, Cert of Compliance, Fees) - 0
- E-911 assistance - 2
- Private Road research & conf – 2
- DRB Agenda, Warnings, prep, Hearings, Draft Findings & Decisions – 17
- Listers assistance & Conf – 4
- VLCT, training & Professional inquiries – 0
- Forest Land, large parcel & abandoned buildings research – 1
- Highway Dept, Driveway and Curb Cut assistance, policy research – 2
- Office Admin, Zoning Index support, web site support, printer – 8
- Front Porch Forum articles -0
- Bylaw update review & draft notes – 0

Areas meriting ongoing ZA study:

Effects of home burials on Zoning and Land Records.

Ongoing assessment of **vacant, abandoned or dilapidated structures** for possible Zoning follow-up and additions to Zoning Bylaws. Include demolitions (Not now covered)

Large landowner and Use Value parcels in Elmore and recent **conservation easements** and effects on tax revenue. (TBD)

Parcels in the **Forest Reserve District**. May be unduly restrictive for existing residents. Perhaps allowing accessory buildings with limited exposure to be Permitted Uses or revising district boundaries.

Private road research for compliance issues. Upgrade of Class 4 Town Highways by landowners.

Keeping eyes out for possible new DRB and Planning Commission members.

AUGUST ZONING APPLICATIONS:**

KELLY, John & Patricia	146 Camp RD	2 car garage with shop over
ROCHETTE, Jason	1576 Hardwood Flats RD	Sugar House with attached shed
KEITH, Deidre	2343 VT Route 12	Replace 3 BR double wide- 28x66
DAVIS, Nancy L.	1013 VT Route 12	8' x 16' shed
DAVIS, Meredith	218 Westphal RD	Deck enlargement
KRAMER, John & Laura	58 Camp RD	Kitchen addition 10' x 23'
HILL, Bruce	1204 East Elmore RD	20' x 30' storage barn & shop

* Required Notice posting, AND notice to surrounding property owners.

Notice of Alleged Violations (NOAV): First step in resolving zoning issues

WHEELER, Jared & Leah	539 Cross RD	No septic system on dwelling. Engineer working on it.(Sept.?)
SCHOBERLEIN, Eric & Jen	685 Beach RD	Side yard setback issue. Survey in progress (Sept.?)
HILL, Bruce	1204 East Elmore RD	No building permit (Resolved)

<u>MONTHLY ZONING APPLICATION FEES:</u>	<u>2024</u>	<u>2025</u>
June	307.	983.
July	781.	5,120.
August	1210.	2,241.

*** Includes recording fees